

18 DEC 1981

MEMORANDUM FOR: [REDACTED]  
Chief, Administrative Staff, ICS

FROM: [REDACTED]  
Executive Officer, Office of Assessment  
and Evaluation (OA&E), ICS

SUBJECT: OA&E/ICS Conference at [REDACTED] 4-5 January 1982

1. This memorandum is to confirm the requirement for thirty-five (35) overnight accommodations for OA&E's ELINT Exploitation Planning Conference at [REDACTED] on 4-5 January 1982.

2. The names of the 35 attendees are not fully coordinated at present, but will be provided by 23 December 1981.

3. The following additional information is provided:

- Office Component: DCI/ICS/OA&E
- Conference Coordinator: [REDACTED]
- Conference Contact Officer: [REDACTED]
- Arrival Time: Check in: 0700-0900, 4 January 1982; conference convenes at 0900.
- Breakfast is required for arrival date, 4 January 1982, for attendees.
- Departure Time: 1600, 5 January 1982
- Special Requirements: Two (2) IBM Correcting Selectric II Typewriters, viewgraph projector, Xerox machine with capability to make viewgraphs, clear transparencies, bond typing paper, typewriter ribbons, correction tape, legal-size note pads, pencils, mailing boxes, legal envelopes, labels, etc.
- The Art Room should be set up in conference style with tables in a "U" shape.

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- All conferees will be traveling by POV to [ ] data on their respective vehicles and licenses will be provided with the list of attendees.

25X1

- A special briefing by the Security Officer will be required since most of the attendees are from Community organizations.

- A cash bar set up is requested for cocktails. Specific time will be provided when the agenda is finalized.

- Coffee and pastries are also required for A.M. and P.M. coffee breaks; [ ] recommended break times will suffice.

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- Preferential room assignments will be required; however, they will be noted on the list of conferees.

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- [ ]

4. If you have any questions, please call me.



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Distribution of DCI/ICS 81-1912

Orig & 2 - C/AS/ICS

1 - EO/OA&E/ICS [redacted]

1 - OA&E/ICS [redacted]

1 - ICS Reg.

1 - OA&E Chron

ICS/OA&E/[redacted]:hcd(18Dec81)

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<b>TRANSMITTAL SLIP</b>		DATE
TO: File: <input type="text"/> Conference, 4-5 Jan 82		
ROOM NO.	BUILDING	
REMARKS:		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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